

**CURRENT VACANCIES as of**  
***February 2014***  
**For COMMISSIONER-APPOINTED**  
**BOARDS, COMMITTEES & COMMISSIONS**

The Charles County Commissioners are seeking County residents to fill vacancies on the following  
Boards, Committees & Commissions:

- Adult Public Guardianship Review Board
- Animal Matters Hearing Board
- Area Council on Aging
- Charles County Pension Plan Committee
- Disadvantaged Business Loan Review Committee
- Ethics
- Grants Advisory Panel
- Heritage Commission
- Historic Preservation Commission
- Homeowners' Association Dispute Review Board
- Library Board of Trustees
- ***Newly Established* Neighborhood Traffic Calming Task Force**
- Nuisance Abatement Board
- Wicomico Scenic River Commission

Applications are available on the Charles County Government website at <http://www.charlescounty.org/apps/citizenadvisory/public/enterApplication.jsp> or by contacting Carol DeSoto, Commissioner Specialist at 301-645-0691 or e-mail [desotoc@charlescounty.org](mailto:desotoc@charlescounty.org). *A separate application must be submitted for each membership to which you wish to apply.*

**POSITIONS REMAIN OPEN UNTIL FILLED**

There are 3 vacancies on the 11-member **Adult Public Guardianship Review Board**. 1 vacancy for a physician member; 1 for a registered pharmacist; 1 for an attorney; The Board provides impartial oversight of the care and services provided for the individuals under public guardianship, reviews the current status of health and welfare of these persons, and makes recommendations as to whether guardianship should be continued as established, modified, or terminated. The Board meets twice a year and as needed for emergency situations. Members serve 4 year terms.

There is 1 vacancy on the 9 member **Animal Matters Hearing Board** for a citizen at large. The task of the Animal Matters Hearing Board is to hear and decide, upon receipt of a written complaint or request from a person receiving a violation notice, to conduct a public hearing after due notice to determine whether violations of these regulations have occurred and whether a person subject to an order of the Board has complied with that order. The Board meets on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month at 6:30pm. Members serve 4-year terms.

There are 3 vacancies on the 16-member **Area Council on Aging** for citizen members (2 from the senior community over the age of 60); Members serve 4-year terms. The Council promotes the welfare and betterment of senior citizens of Charles County by working actively and cooperatively within the community; develops awareness and understanding of problems and concerns; and develops community support for programs designed to benefit and support the senior citizen population. The Council meets monthly on the second Thursday at the Richard Clark Center at 9:30 am.

There are 2 vacancies on the **Charles County Pension Plan Committee** for a Retiree Member and At Large Member with a background in finance or accounting. The Charles County Pension Plan (the "Plan") is a defined benefit plan which is sponsored by the County Commissioners of Charles County. Participation in the plan is mandatory for an employee hired on or after July 1, 1991. An open enrollment period is held in November of each year to allow for an employee currently not enrolled in the plan to participate as of December 1 of that year. The CCPP Retirement Plan Committee typically meets on the first Thursday of every other month (February, April, June, August, October and December) from 2:00 to 3:30 in the Commissioners' Meeting Room.

There is 1 vacancy on the **Disadvantaged Business Loan Review Committee** for a small business owner. This Committee serves as an advisory review body for the purpose of reviewing and approving loans to eligible businesses under the procedures of the Disadvantaged Loan Fund. The Committee meets only when applications are received on an as needed basis.

There is 1 vacancy on the **Ethics Commission**. This vacancy is for a citizen member. The responsibilities of this Board are to devise, receive and maintain all forms generated by the Charles County Code, Chapter 170, Code of Ethics; to provide published advisory opinions to persons subject to the aforementioned code as to the applicability of the provisions; to investigate, process and make determinations as to complaints filed alleging violation of the aforementioned code; and to conduct a public information program regarding the purpose and application of the aforementioned code. The Board meets at least quarterly and currently on a monthly basis at 7:00 pm in the County Government Building. Members serve four-year terms.

There are 2 vacancies on the 10-member **Grants Advisory Panel** for members of the business community and 4 vacancies for citizen members. The Panel reviews applications for the Grants Awarded by the Board of County Commissioners and makes recommendations to the Board of County Commissioners regarding the amount and type of funding to be awarded. Meetings are held weekday afternoons. Members serve 2-year terms.

There are 3 vacancies on the **Heritage Commission** for citizen members. The task of the Heritage Commission is to manage, procure, preserve and disseminate materials relating to the local history of Charles County. Members serve 4-year terms.

There is 1 vacancy on the **Historic Preservation Commission**. The Commission will review development plans for impacts to historic resources, recommend properties for local historic landmark designation, review exterior changes to locally designated landmarks, and support documentation of historic resources throughout Charles County. Applicants for this vacancy must possess professional training in any of the following areas: history, architectural history, archeology, historic preservation, landscape design, or related field. The Board meets monthly. Members will serve 3-year terms. The Commission meets in the evenings.

There is 1 vacancy on the seven-member **Homeowners' Association Dispute Review Board**, which meets as needed to hear and resolve disputes between a homeowners' association and a homeowner regarding the covenants or restrictions of the homeowners' association. The vacancies are for a citizen at large. The Board meets as needed in the evenings at the County Government Building.

Members serve three year terms.

There is 1 vacancy on the **Library Board of Trustees**. This vacancy is for a citizen member. The task of the Board is to deal with all aspects of the library, including services, staff, rules and regulations and other functions for the proper delivery of library services. The Board meets monthly except July, August and December on the third Thursday of each month at 9:15 a.m. Members serve four year terms.

There is 1 vacancy on the **Newly Established Neighborhood Traffic Calming Task Force** for a member of a Resident in a Rural Neighborhood. This Task Force will assist the Department of Planning & Growth Management in developing a Neighborhood Traffic Calming Program in Charles County. The Task Force will research the subject as well as provide suggestions and feedback for use in drafting Neighborhood Traffic Calming regulations. Charge is complete when traffic calming regulations have been proposed and acted upon by the Board of County Commissioners.

There is one vacancy on the seven-member **Nuisance Abatement Board** for a citizen member. This Board conducts hearings pertaining to citizen complaints regarding unsightly accumulation of paper, junk, vehicle parts, trash, garbage, leaves, etc. and if grass, weeds, uncultivated vegetable growth, briars, bush and plants are more than 1 foot high on private property.

There are 2 vacancies on the 7 member **Wicomico Scenic River Commission** for a property owner in a soil conservation district through which the scenic or wild river flows and a Non-shoreline Property Owner. The Commission represents the interests of the Wicomico Scenic River and its watershed in Charles and St. Mary's Counties in an advisory capacity for review of proposals and information and act as a watchdog for the watershed. Members serve 4-year terms. Meetings are held on the 4<sup>th</sup> Monday of the month at 7:00pm at Dentsville EMS.